
Earth Team Individual & Group Volunteer Award Nomination

Individual _____

Group _____

Nominee's name (Individual or Group) **exactly** as it should appear on an award certificate:

Name: _____

Office Name: _____

City & State: _____

Work Performed Between October 1, _____ and September 30, _____

Nomination Submitted by:

Name: _____

Telephone: _____

E-Mail: _____

Prepare a written narrative not to exceed two type written pages using a minimum font size of 12pt that addresses:

- (1) **Magnitude of work:** What was the extent of the work accomplished? What made the work, project, contribution, or program exceptional? (Work that is national or regional in scope or scale is not necessarily "better" than a project that is small in scale and strictly local. Hundreds of volunteers assisting at an annual event are not necessarily better than a few volunteers assisting at a local office.)
- (2) **Need for the Service and Achievement:** How important or useful was the work accomplished or service provided in terms of need? (The need may be viewed from several perspectives, including private or community need or desire for a service, and a manager's need to get particular work done.)
- (3) **Challenges:** Describe any challenges the nominee may have faced.
- (4) **Partnerships:** Did the project or program build partnerships or boost public interest? (Explain how the accomplishments improved acceptance of Earth Team volunteers in the office and/or community.)